

Posted Operational Rules – Visit Room

Welcome Welcome to the Clallam Bay Corrections Center Visit Room. Our goal is to make your visit enjoyable and to provide a family friendly environment. To do this there are some measures we must take to ensure your visit is safe and pleasant. Please observe these rules and ask the Visit Room staff, if you have any questions or concerns.

Visit Room Capacity If the Visit Room reaches its capacity of 85 persons, visitors will be asked to rotate on a first to arrive-first to go basis. If asked to leave, a visitor will be given a 15-minute period to ensure adequate time for parting and goodbyes.

Emergencies In an emergency follow the directions of staff. For evacuations, visitors will be asked to exit the building, most likely through Public Access, and remain in a designated area, until everyone is accounted for.

Conduct Please be considerate of other visitors. Avoid loud excessively emotional or disruptive behavior. Staff directions will be followed.

Greetings and Goodbyes A brief kiss and embrace are permitted at the beginning and conclusion of each visit.

Seating Visit Room staff will designate seating. Offenders will be seated facing the front of the Visit Room. All visitors and offenders will sit with chairs square to the table. Visitors and offenders will not sit on the same side of the table. Hands must remain above the table at all times. Holding hands is permissible above and in the center of the table. Touching of faces, necking, petting, groping, and intertwining of legs is not allowed. Switching or moving of tables will be done only at the request of staff.

Food All food items will be placed on a paper plate on the table. Food may be shared by an offender and visitor by separating portions and placing on separate plates. Sharing of drinks is not allowed. Tables will be kept clear of all trash, i.e. food wrappers, cups, cans, and paper bags, by immediately placing them in a trash receptacle. Food and drinks purchased in the Visit Room must be consumed in the visit room. Items may not be taken from the Visit Room, including at the end of the visit.

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Vending Machines

Vending machines may not be accessed by offenders unless there is a documented medical necessity. Vending machines are off limits when being serviced.

Children

Children must be under the direct supervision of the approved visiting escort (parent or guardian) at all times, including use of the restroom. Roughhousing or horseplay will be stopped immediately by the visiting parent. Verbal corrections and time-outs are the only forms of discipline during visits.

Grooming of children's hair may be done during visits.

Offenders and visitors may be asked to move to another table to accommodate placement of visitors with children near the play area.

Notice: To ensure privacy, visitors will contact staff prior to the visit to make arrangements for breastfeeding infants.

Play Area Rules

Children are encouraged to take advantage of the play area. Escorts are responsible for supervision of children under their care. Toys will remain in the play area unless taken to a playpen. Throwing of toys is a safety hazard and is not allowed. Offenders may play with their children in the play area on a basis of one adult at a time. Children of different visitors may play together. Escorts will be seated adjacent to the play area to the degree we are able to accommodate.

Notice: Food and drinks are not allowed in the play area.

Use of the Restroom

Restroom accommodations for visitors are located in the Public Access area. Visitors will be pat searched and their shoes electronically scanned prior to returning to the Visit Room.

Restroom accommodations for offenders are located in the Search Room, by Control #1. Offenders will be pat searched prior to returning to the Visit Room.

Offenders may supervise their visiting children while the adult visitor uses the restroom.

No Contact Visits

Visitors having a no-contact visit must remain in the no-contact booth, except to use the restroom or the vending machines.

Television

The television will be operated by staff only. Videos are for children.

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Family Crafts

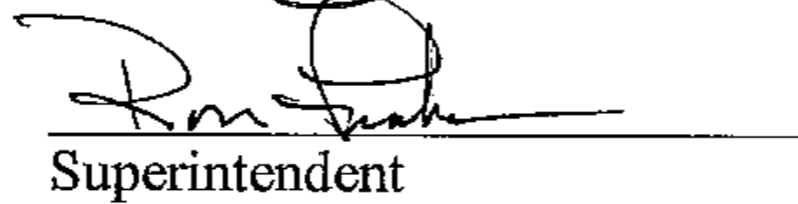
Crafts will be provided as available:

- Visit Room staff will issue craft projects.
 - Offenders are prohibited from removing any project materials from the Visit Room.
 - Offenders and their visitors are responsible for cleaning the area after the craft is completed.
 - Craft kits are to be used for intended purpose.
 - Any excess material will be turned into Visit Room staff.
 - Craft kits will be seasonal, whenever possible.
 - Any violation of the craft program could result in loss of privilege.
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Signatures


Visit Room Sergeant

5.4.09
Date


Superintendent

5/5/09
Date
